

# HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South, San Francisco, California 94107

Phone: (415) 348-3800 / Fax: (415) 348-3873

[www.courtinfo.ca.gov/careers/](http://www.courtinfo.ca.gov/careers/)

[www.hcrc.ca.gov](http://www.hcrc.ca.gov)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: STAFF ATTORNEY I-III / HABEAS CORPUS COUNSEL I-III**

**JOB REQUISITION: 0515 ATTY**

**LOCATION: SAN FRANCISCO, CALIFORNIA**

### Overview:

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for attorneys interested in indigent capital defense litigation.

The primary purpose of the HCRC is to provide, through its own staff, direct representation to death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings.

### STAFF ATTORNEY

Staff attorney is the entry-level classification in the HCRC attorney job series. Under direction, staff attorneys provide representation to indigent death row inmates in habeas corpus proceedings.

### HABEAS CORPUS COUNSEL

Habeas corpus counsel is the journey-level classification in the attorney job series. In addition to providing representation to indigent death row inmates in habeas corpus proceedings, habeas corpus counsel provides lead direction to and reviews the work of assigned staff, serves as consultant, and performs specialized legal work.

Travel may be required both within California and out-of-state.

### Qualifications:

All attorney and counsel levels require admission to the State Bar of California. (Applicants who are not current California bar members may be considered for employment. If selected, the individual will be required to be admitted to the California bar within 18 months from the date of appointment. The salary level, pending bar admission, will be commensurate with legal qualifications of the selected individual.)

**Staff Attorney I:** Admission to the State Bar of California.

**Staff Attorney II:** Equivalent of one year of post-bar legal experience; or one year as a Staff Attorney I with the HCRC.

**Staff Attorney III:** Equivalent of two years of post-bar legal experience; or one year as a Staff Attorney II with the HCRC.

**Habeas Corpus Counsel I:** Equivalent of two years of post-bar legal experience in criminal defense; or two years as a Staff Attorney III with the HCRC.

**Habeas Corpus Counsel II:** Equivalent of four years of post-bar legal experience with three years in criminal defense, including one year in capital defense; or one year as a Habeas Corpus Counsel I with the HCRC.

**Habeas Corpus Counsel III:** Equivalent of six years of post-bar legal experience with four years in criminal defense, including two years in capital defense; or one year as a Habeas Corpus Counsel II with the HCRC.

## **DESIRABLE**

Strong written advocacy. Fluency in oral and written Spanish; proficient PC skills, preferably in Microsoft Word, Outlook, Excel, and Adobe. Experience in defense-related work.

## **How to Apply:**

This position requires submission of an official application and response to the supplemental questionnaire. The application and supplemental questionnaire are located at: <http://www.hcrc.ca.gov/employment.php>. ***Resumes without the required materials will not be considered.***

The preferred method of application submission is via <http://www.hcrc.ca.gov/employment.php>.

Please refer to HCRC Staff Attorney I-III/HC Counsel I-III Job Req. 0515ATTY in all communications, including your application, and list the state and date of bar admission. Previous applicants must reapply for further consideration.

Applicants may apply for multiple levels on one application form. ***For earliest consideration, please apply by Friday, May 29, 2015. Applications will be accepted after the earliest consideration date for as long as the announcement is posted.*** This position is opened until filled. If you have applied with HCRC previously, you must reapply for consideration.

## **Selection Procedure**

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications. The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

**Please Note:** If you are selected for hire, the Administrative Office of the Courts will require verification of employment eligibility or authorization to legally work in the United States.

## **Monthly Salary Range:**

Staff Attorney I: \$5,174

Staff Attorney II:	\$5,193 – 5,985
Staff Attorney III:	\$6,262 – 7,955
Habeas Corpus Counsel I:	\$6,883 – 8,748
Habeas Corpus Counsel II:	\$7,925 - 10, 575
Habeas Corpus Counsel III:	\$8,969 – 11,970

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$120 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Habeas Corpus Resource Center is an equal opportunity employer. The HCRC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base. The HCRC welcomes all applicants, and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
STAFF ATTORNEY I-III / HABEAS CORPUS COUNSEL I-III  
#0515ATTY**

**This supplemental form is intended to provide more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications.**

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please provide a brief description of your legal experience, including the extent of your experience in representing criminal defendants, appellants/petitioners, and your experience representing death row inmates in capital cases.
3. Describe your experience researching a complex factual topic, such as a medical or mental health issue. If you have worked with experts, please describe the type of expert and the project.
4. Please provide a brief description of your experience, if any, in presenting oral arguments or conducting evidentiary hearings.
5. How will your past work, volunteer, or other experiences enhance your work on behalf of HCRC's clients?
6. Please describe your proficiency in any foreign languages, including a description of how you have used your language skills in past work or volunteer experiences.